



TRI-MEweb Reference Guide 3

How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX User Account.

Instructions for preparers who have an existing CDX user account but need to add TRI-MEweb

Role: Preparer – Person who will be preparing TRI forms for submission but is not authorized to certify.

Prerequisite: If you previously registered for a Central Data Exchange (CDX) account and you do not see the “TRI-MEweb” link (Figure 1) in your MyCDX page, you may use your existing CDX user account to add the TRI-MEweb application.

Need: Access key and TRI Facility Identification Designator (TRIFID) assigned to your facility’s location.

Instructions on how to add the TRI-MEweb application in your existing CDX user account.

1. Go to <http://cdx.epa.gov> to open your CDX user account.
2. **Log in** using your CDX user name and password.
 - a. If you forgot your password, please contact the **CDX Help desk** (888) 890-1995 to reset it.
3. If you have not already done so, you will need to complete the three new CDX security questions, and click **“Save User Information.”**
 - a. **NOTE:** Please document your answers as they will allow you to reset your password if you are ever locked out.
4. Upon a successful login, your **“MyCDX”** page will appear. See Figure 1.

Start



Did you know?

The Central Data Exchange (CDX) is the Web portal to all electronic reporting to EPA?

United States Environmental Protection Agency
CENTRAL DATA EXCHANGE CDX

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Manage Your Program Services No news/updates.

Status	Program Service Name	Role(s)
	GLEND: Great Lakes Environmental Database Query System	Region 5 - Great Lakes

[Add Program Service](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam
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Figure 1: MyCDX user account without TRI-MEweb application or role assigned to it.

5. On the "My CDX" page, click the "Add Program Service" button. See arrow in Figure 1
6. Enter "TRI", "TRI-MEweb", "EPCRA 313" or other TRI related keywords in the search field; and
7. Click the "TRIMEweb: Toxic Release Inventory Made Easy Web" link (as shown in Figure 2).

Did you know?

TRI-MEweb is one of 59 data flows in EPA's Central Data Exchange (CDX) Network.

SWENOL: Stormwater Notice of Intent for MSGL, NOI, LCLW, and VGI

TRIME: Toxic Release Inventory Made Easy

TRIMEweb: Toxic Release Inventory Made Easy Web

TSCA: TSCA

VERIFY: Vehicles and Engines Compliance Information System

VERIFY MFR REG: Request Manufacturer Code for Vehicle or Engine Compliance

VERIFYDEV: Vehicles and Engines Compliance Information System

WCIT: Water Contaminant Information Tool

WHIPS: Wood Heater Information Processing System

Cancel

CDX Help Desk: 888-890-1995 | (970) 494-5500 for callers from Puerto Rico and Guam

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Figure 2: Adding TRI-MEweb to your CDX user account.

8. On the "Request Role Access" step, select the "Preparer" Role from the dropdown menu. Click "Request Role Access".
9. On the "Organization Information" step you can either select a **Current Organization** from the drop down or **Request to Add an Organization** which will allow you to search for and add an organization. Click "Submit Request for Access".
10. You will be returned to the MyCDX page where you will be able to launch **TRI-MEweb**. See Figure 3.



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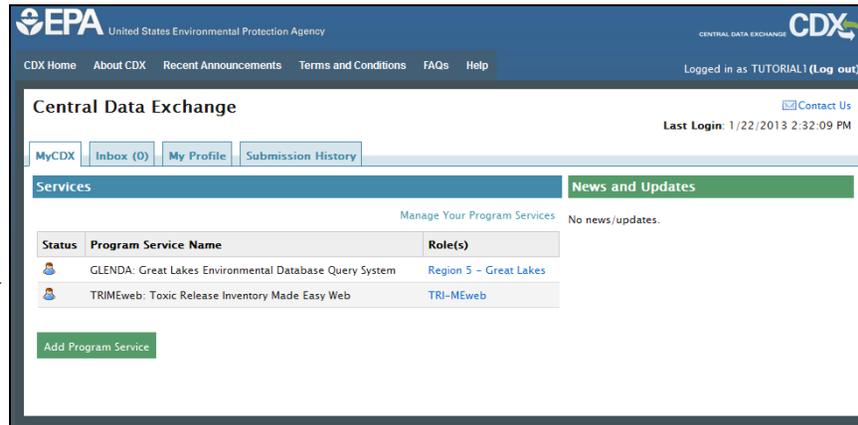


Figure 3: TRI-MEweb service ready to be accessed.

Instructions on how to assign facilities to a Preparer's CDX user account.

Did you know?

The preparer cannot certify any TRI forms. However, a certifying official role can do both tasks; prepare and certify forms.

11. Click on the "TRI-MEweb" link to open the TRI-MEweb application in your Web browser. To continue, select the option that applies to you:
 - a. **Option 1: Has your location reported to TRI in previous years?** If your answer is yes, go to Step 12, otherwise, if your answer is no, answer the next question.
 - b. **Option 2: Are you uncertain if your location has ever reported to TRI in previous years?** If your answer is yes, go to step 17. If your location have reported in prior years, you will need to find your assigned TRIFID. Call CDX helpdesk for assistance in finding your assigned TRIFID.

Option 1: Instructions for gaining access to an existing facility profile in TRI-MEweb.

12. You have successfully opened the TRI-MEweb application from CDX. You are now ready to establish access to an existing facility data profile.
 - a. **Note:** TRI preparers may gain access to an existing facility in TRI-MEweb by obtaining the facility's access key. Access keys can be obtained by calling the CDX Helpdesk at (888) 890-1995. EPA may also send the access key to the facility's technical contact in an email from CDX just before the updated TRI-MEweb application is released each year. Upon adding the facility in TRI-MEweb, the preparer may edit facility information, prepare chemical forms, or view the facility's submission history.
13. From the "Welcome" page, click the **+Access/Add Facility** button listed in option 3. See Figure 4.
 - a. **Note:** You can also access and/or add facilities from the "My Facilities" tab located at the top of **TRI-MEweb**.



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How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX User Account.

1. Do I need to report?	2. Introduction	3. Gain access to your facility	4. eFDP Access
Before proceeding to prepare Form R and/or Form A Certification Statements for your facility, it is important that you determine if reporting is required for your facility. For more information and assistance on threshold determinations, click Threshold Determination .	For more information about TRI-MEweb and an introduction to the application and reporting process, click Introduction .	To begin TRI reporting, click Access/Add Facility to gain access to an existing facility or add a new facility.	To view your electronic Facility Data Profile, click eFDP .
<input type="button" value="Threshold Determination"/>	<input type="button" value="Introduction"/>	<input type="button" value="+ Access/Add Facility"/>	<input type="button" value="eFDP"/>

Figure 4: Welcome page with +Access/Add Facility button.

- Next, select the radio button beside **Option 2** and enter your facility's access key in the Access Key field on the "**Enter Facility's Access Information**" page as shown in Figure 5. Then, click the **Next** button.

Option 2
• Enter access key here

Before you can begin to work on your facility's TRI reports and/or view electronic Facility Data Profile (eFDP) information, you must gain access to your facility's data. Please select an access option, provide the requested data, and click **Next**.

If your facility last reported in Reporting Year 2004 (or a prior reporting year), contact the TRI Data Processing Center (phone 703-227-7644) so they can create an Access Key for your facility.

If your facility is new for Reporting Year 2012 and reported TRI data via paper form, please select the second radio button below (Option 2: Access Key) to view electronic Facility Data Profile (eFDP) information.

Option 1: Enter your TRFID and the following two items from a prior year's TRI Form for this facility:

TRF Facility ID:
Technical Contact Name:
Technical Contact Phone Number:

Option 2: Enter your facility's Access Key

Access Key:

I will be transmitting reports for a facility that has not previously transmitted TRI data

Figure 5: Select option 2 if you have the access key for the facility.



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15. Next, select the appropriate radio button as shown in Figure 6. If the facility information shown is correct, choose the **Yes** radio button.
- a. **Note:** If the facility information shown does not correspond to your facility, choose the **No** radio button. Then, click the **Next** button. If needed, call the CDX Helpdesk for assistance to obtain your correct access key.

Confirm Facility

You have entered valid information for the following TRI facility:

TRIFID: 7677WVWFCL123TE
Facility Name: New Facility
Address: 123 Test Ln
Houston, TX 76772

Is this the correct facility? Make a selection below, and click **Next**.

Yes, this is the correct facility
 No, this is not the correct facility

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Helpful Links: [USEPA Home](#) | [TRI](#)

Figure 6: Confirm Facility information is correct.

16. If you specified that the facility's information was correct, you will be directed to the "**Access Granted**" page as shown in Figure 7. You have now been granted access to the facility and may begin editing facility information, preparing chemical forms, or viewing submission history. You may also add a new certifying official or preparer to access your facility profile.



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How to Add TRI-MEweb and Add a Facility Profile to an Existing Preparer's CDX User Account.

Access Granted

USEPA has granted your TRI-MEweb user account access to the following TRI facility:

Access Key: T4889DCE
 TRFID: 7677WNWFCL123TE
 Facility: New Facility, 123 Test Ln, Houston, TX 76772

[Print](#)

The following table lists all TRI-MEweb users that currently have access to this facility's data.

Name	CDX User ID	Email Address	Certifier?	ESA Status	Refresh ESA Status	Access Notes
Tutorial One	TUTORIAL1	tutorial1@gmail.com	Yes	ESA Approved, TRFID Not Signed		Entered Access Key on 01/22/2013 12:02 PM The certifier status above was last updated on 01/22/2013 11:36AM EST.

Figure 7: If access is granted to your existing facility profile, as the preparer, you will be able to see who has access to your account in the table shown here.

Option 2: Instructions for creating a new facility profile in TRI-MEweb.

17. From the "Welcome" page, click the **+Access/Add Facility** button listed in option 3. See Figure 8.
 - a. **Note:** You can also access and or add facilities from the "My Facilities" tab located at the top of TRI-MEweb.

Welcome to Our Web-based Reporting Tool!

This Web-based application will help you create, correct, certify and transmit electronically your TRI Form R or Form A to comply with EPCRA Section 313 reporting requirements by 11:59:59 PM Eastern Time (ET) on July 1, 2013.

The four options below provide information on whether TRI reporting is required for your facility, an introduction to TRI-MEweb, instructions on how to gain access to your facility and the ability to access your electronic Facility Data Profile (eFDP). Use the corresponding buttons to proceed.

1. Do I need to report?	2. Introduction	3. Gain access to your facility	4. eFDP Access
Before proceeding to prepare Form R and/or Form A Certification Statements for your facility, it is important that you determine if reporting is required for your facility. For more information and assistance on threshold determinations, click Threshold Determination .	For more information about TRI-MEweb and an introduction to the application and reporting process, click Introduction .	To begin TRI reporting, click Access/Add Facility to gain access to an existing facility or add a new facility.	To view your electronic Facility Data Profile, click eFDP .
Threshold Determination	Introduction	+ Access/Add Facility	eFDP

Figure 8: Welcome page with +Access/Add Facility button.

18. Next, select the radio button beside the third option on the "Enter Facility's Access Information" page as shown in Figure 9. Then, click the **Next** button.



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Option 3

- Facility that has never reported to TRI in a prior year

Enter Facility's Access Information

Before you can begin to work on your facility's TRI reports and/or view electronic Facility Data Profile (eFDP) information, you must gain access to your facility's data. Please select an access option, provide the requested data, and click **Next**.

If your facility last reported in Reporting Year 2004 (or a prior reporting year), contact the TRI Data Processing Center (phone: 703-227-7644) so they can create an Access Key for your facility.

If your facility is new for Reporting Year 2012 and reported TRI data via paper form, please select the second radio button below (Option 2, Access Key) to view electronic Facility Data Profile (eFDP) information.

Option 1: Enter your TRIFID and the following two items from a prior year's TRI Form for this facility:

TRI Facility ID:

Technical Contact Name:

Technical Contact Phone Number:

Option 2: Enter your facility's Access Key

Access Key:

I will be transmitting reports for a facility that has not previously transmitted TRI data

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Helpful Links: [TRI Data Home](#) | [TRI Data Processing Center](#) | [Reporting Forms and Instructions \(PDF\)](#) | [TRI Data User Support \(2012-11\)](#)

Figure 9: Select option 3 if you are uncertain if your facility has reported in prior years or do not have their access key.

19. Next, enter your facility's information on the "Request a TRIFID" page as shown in Figure 10. Then, click the **Next** button.



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Useful Tip

Facility names can change over time, but TRIFIDs never change. Facility names can change if ownership has occurred. TRIFIDs, in contrast, are assigned to the physical location.

Request a TRIFID
New Facilities: Change of Address

Step 1. If your facility has submitted a Form R or Form A in any prior reporting year, a TRI Facility Identification Number (TRIFID) has already been assigned to your facility's TRIFID, please contact the CDX Help Desk toll free at 1-888-890-1995 (or via e-mail: helpdesk@epacdx.net), your Regional TRI Program representative, or utilize the CDX Help Desk.

The TRIFID is established when the first TRI report is submitted by a facility at a particular location. The TRIFID is then retained by the facility even if the facility changes that moves to a location previously assigned a TRIFID should use the TRIFID originally assigned to that location. Establishments of a facility that report separately should use a TRIFID below if 1) this is the first time your facility has ever reported to TRI or 2) there has been a change in physical address (i.e., street address) at your facility.

To request a TRIFID, first enter your facility name and location information below and click **Next**.

Facility Name:

Address:

City: State: ZIP Code: -

County:

Federal Facility?

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Helpful Links: [USEPA Home](#) | [TRI Program Home](#) | [Reporting Forms and Instructions](#)

Figure 10: Enter your facility information to obtain a new TRI Identification Designator (TRIFID) for your location.

20. Next, verify that your facility does not already exist in TRI-MEweb by reviewing the list of facilities that may be presented on the "Confirm New TRIFID Request" page as shown in Figure 11.
 - a. **Note:** If the information entered for your facility have already been created for locations with similar addresses and matching ZIP Codes a table will display at the bottom of the page and list the similar facilities. See Figure 12.
 - b. If the correct facility is already listed, select it and click **Next**. You will be returned to the "Enter Facility's Access Information" page where you will need to enter the Technical Contact's name and phone number as it was reported on a prior year's TRI Form for the corresponding facility as shown in Figure 13. Then, click the **Next** button.
 - c. Next, confirm the facility's information and click the **Next** button.



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Figure 11: Verify that a TRIFID doesn't already exist for your facility location (facility names can be edited later).

Select	TRIFID	Facility Name	Street	City	State	ZIP Code
<input type="radio"/>	5577WVFL123ST	A New Facility	123 Street	Townington	VA	55778

Avoid creating duplicate records!

It is very important that you do not create a duplicate record with two distinct TRIFIDs for the same facility location. Verify that a TRIFID has not already been assigned to your location. Otherwise a "Notice of Data Change" notification will appear in your electronic Facility Data Profile (eFDP).

Check this section to determine if TRIFID already exists for your location. Facility name changes can be entered under the **Prepare>Select a Facility** tab in TRI-MEweb. Select radio button for facility to edit.

Figure 12: Similar facilities listed on the Confirm New TRIFID Request page.

Option 1: Enter your TRIFID and the following two items from a prior year's TRI Form for this facility:

TRI Facility ID: 5577WVFL123ST

Technical Contact Name: _____

Technical Contact Phone Number: _____

Option 2: Enter your facility's Access Key

Access Key: _____

Figure 13: Enter the Technical Contact name and phone number from your prior year TRI form to load your facility profile into TRI-MEweb.



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21. You should now be on the "Access Granted" page where you have been granted access to the facility profile and may begin preparing chemical forms. See Figure 14. **You are ready to begin your TRI forms!**

Access Granted

Your facility has been successfully added to the TRI-MEweb system and it has been assigned the TRIFID displayed below. Your user account has also been granted access to this facility. Other TRI-MEweb users may gain access to this facility with the following Access Key: T54582D9.

Please note this Access Key and share it only with individuals who you would like to have access to this facility's data in TRI-MEweb.

USEPA has granted your TRI-MEweb user account access to the following TRI facility:

Access Key: T54582D9
TRIFID: 5677WVVFCL123ST
Facility: A New Facility, 123 Street, Townington, VA 55778

[Print](#)

The following table lists all TRI-MEweb users that currently have access to this facility's data.

Name	CDX User ID	Email Address	Certifier2	ESA Status	Refresh ESA Status	Access Notes
Tutorial One	TUTORIAL1	tutorial1@email.com	No	-		Entered TRIFID on 01/23/2013 03:20 PM The certifier status above was last updated on 01/23/2013 01:44PM EST.

Please make a selection below:

I would like to identify an individual as a certifying official for this facility.
 I do not want to identify a certifying official for this facility at this time.

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Figure 14: Verify TRI-MEweb has created your access key and TRIFID. Please print and save for future use.

Begin preparing your TRI Forms!